



Job Description

Job title	Senior Legal Counsel
Reporting to	Quality and Compliance Manager
Responsible for line managing	N/A
Salary	Grade E of Mind's salary scales
Directorate	Infrastructure
Hours of work	35 hours per week, full time
Located at	Flexible, with frequent travel to Stratford
Type of contract	3 years fixed term

About Mind

We're Mind, the mental health charity. We won't give up until everyone experiencing a mental health problem gets support and respect. We provide advice and support to empower anybody experiencing a mental health problem and we campaign to improve services, raise awareness and promote understanding.

Mind employs around 400 staff and we have a team of volunteers. Most staff are based in Stratford, London, there is an office in Cardiff and there are a number of dispersed staff working across England and Wales.

Purpose of Job and scope of the job

As part of a wider Quality and Compliance function, you will work in a small but growing team responsible for ensuring regulatory compliance and embedding a culture of learning and continuous improvement so that Mind can demonstrate the highest possible standards to our beneficiaries, supporters, regulators, donors and other stakeholders. As a Manager within this team, you will lead on aspects of the Quality, Compliance and Audit Programme and support teams across the organisation to effectively manage risks in the following key areas:

- Safeguarding, incident and risk management
- Information governance and data protection
- Fundraising governance
- Contract compliance and due diligence

As Senior Legal counsel, you will act as Mind's expert legal adviser with a focus on improving how contracts are managed across the organisation. You will advise and upskill contract owners so that they can effectively manage risks as they work with a range of partners, suppliers, clients and funders. As well as building expertise within the organisation and working on a range of exciting



new projects, you will also capture learning and embed improved ways of working to ensure that our legal position is robust and we are upholding our core values as a charity.

Crucial to this role will be a proactive and pragmatic approach and the ability to translate complex technical information into plain English advice. As well as having an excellent understanding of the legal and regulatory context that Mind operates in, you will also be expected to manage a caseload independently while working as part of a small and collaborative team. In a fast-changing regulatory environment and as Mind continues to grow and develop new programmes of work, your role will be pivotal to maximizing our impact on people experiencing mental health problems.

Mind operates within a federated structure with up to 130 local, independent organisations affiliated to us through a partnership agreement, quality assured through the Network Relations and Development team. This is a critical time for the whole Mind network as we seek to harness the strengths of this federated model, understand our collective impact and achieve collective growth, you will be expected to play an active role in supporting this development.

Mind aims to ensure that the needs and interests of mental health service users, women and black and minority ethnic communities, disabled people and lesbians, gay men, bisexuals and people of all ages are reflected in all its activities. The post holder is expected to contribute to this aim.

Key responsibilities

1. To maintain oversight of all of Mind's contractual relationships, ensuring that they operate within high standards with well managed and minimal risk.
2. To provide specialist advice to staff across the organisation on a variety of areas of law, with a focus on contract management, due diligence, risk management and negotiation.
3. To work closely with teams to assist with large-scale or high-value projects, providing specialist advice and ensuring that risks are effectively managed. This may include service contracts, license agreements, grant agreements, partnership agreements and sponsorship contracts.
4. Develop and deliver training to upskill contract owners, covering all key areas of policy and practice so that they understand and can manage their responsibilities.
5. To lead on aspects of internal audits to ensure that robust policies, procedures and controls are in place, continue to meet organisational needs and are effectively implemented.
6. To conduct high level analysis relating to Mind's quality, compliance and risk management; preparing verbal and written briefings and reports for senior managers.



7. To oversee access to legal advice, ensuring the effective use of resources and that learning is captured and embedded.
8. To maintain and develop user-friendly guidance and templates to enable teams working with third parties to effectively manage risks in a range of scenarios.
9. To lead on key aspects of Mind's Quality, Compliance and Audit Programme, working as part of a small team to drive continuous development and improvement.
10. Develop and implement relevant policies, processes and procedures, ensuring that joined up working is taking place across a range of teams in order to support and achieve organisational strategic aims.
11. To champion the highest levels of customer care through a responsive helpdesk service.
12. In partnership with the Networks and Communities department, develop and deliver new ways of working which strengthen our partnership with the network of local Mind organisations. This will include sharing resources, knowledge and expertise to promote regulatory compliance and continuous improvement.
13. To work collaboratively with other staff, senior managers, trustees and other internal and external stakeholders and to lead by example and contribute to a culture of co-operation, flexibility and adaptability within the department and across Mind.
14. Facilitate meaningful involvement of people with experience of mental health problems in developing, delivering, and reviewing Mind's quality and compliance.
15. Ensure that our legal position is robust while upholding our core values as a charity.
16. Undertake any and all other reasonable and related tasks associated with this role.

Expectations

All members of staff at Mind are expected to embody our mission, values and competencies. This includes an expectation that they will:

- i. Show passion for what Mind does and the changes that we are making for people with mental health problems

- ii. Work collaboratively across teams, departments, locations and organisations
- iii. Stand up for what they believe is best and trust in themselves and each other
- iv. Be open to others and ourselves and show a commitment to learning
- v. Be open to change and respond flexibly and quickly to the changing world
- vi. Demonstrate organisational awareness and see the bigger picture while working towards objectives
- vii. Communicate effectively, ensuring their messages are understood and that they strive to understand others
- viii. Value diversity and treat others with respect, showing sensitivity towards differences, promoting and encouraging diversity, and building on people's different skills and talents to enhance the quality of their own and other's work
- ix. Take responsibility for their decisions

Person specification

Essential criteria

1. Qualified solicitor in England and Wales with post-qualified experience in contract law.
2. Ability to use legal knowledge to give strategic advice and identify pragmatic solutions.
3. Ability to use own initiative and manage multiple tasks with minimum supervision.
4. Advanced communication and presentation skills, including the ability to convey information clearly (orally and in writing) to audiences lacking legal expertise.
5. Ability to quickly establish personal credibility and to develop and maintain effective relationships, including working with people with differing perspectives and agendas.
6. Excellent teamwork skills.
7. Demonstrable understanding of the legal and regulatory context within which Mind operates.
8. Excellent legal drafting skills and good attention to detail.



9. Ability to successfully negotiate to achieve desired outcomes.
10. High degree of IT literacy with experience of using Microsoft Office (Word, Excel, Outlook, PowerPoint).
11. Knowledge and understanding of equality and diversity and what this means in relation to this post and the ability to incorporate this into all aspects of work.
12. Willingness to travel and work some unsocial hours.

Desirable criteria

1. Knowledge/experience in the following areas of law: data protection, trade marks & IP.
2. Experience working in a not-for-profit or third sector organization.
3. An understanding of Mind and its networks, or similar structures within the voluntary sector.
4. Knowledge or understanding of mental health issues.